



**Department of Corrections and Rehabilitation**  
**NOTICE OF CHANGE TO REGULATIONS**

<b>Section:</b> <b>3332</b>	<b>NCR Number:</b> <b>23-08</b>	<b>Publication Date:</b> <b>August 18, 2023</b>	<b>Effective Date:</b> <b>To Be Determined</b>
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**INSTITUTION POSTING AND CERTIFICATION REQUIRED**

This Notice announces the proposed amendment of Section 3332 of the California Code of Regulations (CCR), Title 15, Crime Prevention and Corrections, Division 3, Chapter 1, regarding Administration and Supervision of Detention Units.

**PUBLIC COMMENT PERIOD**

The public comment period will close on **October 3, 2023**. Any person may submit written comments about the proposed regulations by mail to the California Department of Corrections and Rehabilitation (CDCR), Regulation and Policy Management Branch (RPMB), P.O. Box 942883, Sacramento, CA 94283-0001, or by e-mail to [RPMB@cdcr.ca.gov](mailto:RPMB@cdcr.ca.gov). All written comments must be received or postmarked no later than **October 3, 2023**.

**PUBLIC HEARING INFORMATION**

A public hearing regarding these proposed regulations will be held on **October 4, 2023, from 10:00 am to 11:00 am in room 151 North, located at 1515 S Street, Sacramento, CA 95811.** The purpose of the hearing is to receive comments about these proposed regulations. It is not a forum to debate the proposed regulations. No decision regarding the permanent adoption of these regulations will be rendered at this hearing. Written comments submitted during the prescribed comment period are given the same significance and weight as oral comments presented at the hearing. This hearing site is accessible to the mobility impaired.

**POSTING**

This Notice shall be posted immediately upon receipt at locations accessible to inmates, parolees, and employees in each department facility and field office not later than five calendar days after receipt. Also, institutions and facilities shall make this Notice available for review by inmates in segregated housing who do not have access to the posted copies, and shall distribute it to inmate law libraries and advisory councils. CDCR Form 621-A (Rev. 05/19), Certification of Posting, shall be returned to RPMB by mail or email. See Department Operations Manual Section 12010.6.7 for posting and certification of posting procedures.

**CONTACT PERSON**

Inquiries regarding this Notice should be directed to R. Ruiz, by mail to California Department of Corrections and Rehabilitation, RPMB, P.O. Box 942883, Sacramento, CA 94283-0001, by telephone at (916) 445-2244, or e-mail to [RPMB@cdcr.ca.gov](mailto:RPMB@cdcr.ca.gov). Inquiries regarding the subject matter of these regulations should be directed to T. Ramsey, Division of Adult Institutions, at (916) 445-8282.

*Original signed by:*

TAMMY FOSS  
Undersecretary, Operations  
California Department of Corrections and Rehabilitation

Attachments

**NOTICE OF PROPOSED REGULATIONS**  
**California Code of Regulations**  
**Title 15, Crime Prevention and Corrections**  
**Department of Corrections and Rehabilitation**

**NOTICE IS HEREBY GIVEN** that the Secretary of the California Department of Corrections and Rehabilitation (CDCR or department), proposes to amend section 3332 of Title 15, Division 3, Chapter 1, regarding Administration and Supervision of Detention Units.

**PUBLIC COMMENT PERIOD**

The public comment period begins **August 18, 2023** and closes on **October 3, 2023**. Any person may submit written comments by mail addressed to the primary contact person listed below, or by email to [rpmb@cdcr.ca.gov](mailto:rpmb@cdcr.ca.gov), before the close of the comment period. For questions regarding the subject matter of the regulations, call the program contact person listed below.

**CONTACT PERSONS**

Primary Contact

R. Ruiz  
Telephone: (916) 455-2244  
Regulation and Policy  
Management Branch  
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Sacramento, CA 94283-0001

Back-Up

Y. Sun  
Telephone: (916) 445-2269  
Regulation and Policy  
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Sacramento, CA 94283-0001

Program Contact

T. Ramsey  
Telephone: (916) 445-8282  
Division of Adult Institutions  
P.O. Box 942883  
Sacramento, CA 94283-0001

**PUBLIC HEARING**

Date and Time: **October 4, 2023 – 10:00 a.m. to 11:00 a.m.**  
Place: Department of Corrections and Rehabilitation  
Room 151 North  
1515 S Street – North Building  
Sacramento, CA 95811

**AUTHORITY AND REFERENCE**

**Government Code Section 12838.5** provides that commencing July 1, 2005, CDCR succeeds to, and is vested with, all the powers, functions, duties, responsibilities, obligations, liabilities, and jurisdiction of abolished predecessor entities, such as Department of Corrections, Department of the Youth Authority, and Board of Corrections.

**Penal Code (PC) Section 5000** provides that commencing July 1, 2005, any reference to Department of Corrections in this or any code, refers to the CDCR, Division of Adult Operations. **PC Section 5050** provides that commencing July 1, 2005, any reference to the Director of Corrections in this or any other code, refers to the Secretary of the CDCR. As of that date, the office of the Director of Corrections is abolished.

**PC Section 5054** provides that commencing July 1, 2005, the supervision, management, and control of the State prisons, and the responsibility for the care, custody, treatment, training, discipline, and employment of persons confined therein are vested in the Secretary of the CDCR. **PC Section 5055** provides that commencing July 1, 2005, all powers and duties previously granted to and imposed upon the Department of Corrections shall be exercised by the Secretary of the CDCR. **PC Section 5058** authorizes the Director to prescribe and amend rules and regulations for the administration of prisons and for the administration of the parole of persons. **PC Section 5058.3** authorizes the Director to certify in a written statement filed with Office of Administrative Law that operational needs of the department require adoption, amendment, or repeal of regulation on an emergency basis.

## INFORMATIVE DIGEST / POLICY STATEMENT OVERVIEW

The California Department of Corrections and Rehabilitation (CDCR or the department) proposes to amend section 3332 of the California Code of Regulations, Title 15, for Contraband Surveillance Watch (CSW). The objective of placing an inmate on CSW is to retrieve suspected concealed contraband from the inmate, without physical intrusion if possible, to ensure that contraband is not circulated into the inmate population, and to ensure the safety of the inmate suspected of having the concealed contraband.

### This action will:

- Establish and incorporate by reference into the California Code of Regulations, Title 15, CDCR Form 114-CSW (12/16), Contraband Surveillance Watch Log.
- Establish the factors that will be monitored during the Contraband Surveillance Watch.
- Establish a procedure for custody and medical staff observation of a person on Contraband Surveillance Watch.
- Establish a procedure for retaining a person under Contraband Surveillance Watch beyond the initial watch period.

## DOCUMENTS INCORPORATED BY REFERENCE

None

## SPECIFIC BENEFITS ANTICIPATED BY THE PROPOSED REGULATIONS

The proposed regulations increase openness and transparency in government by standardizing CSW record-keeping. This promotes fairness and social equality preventing discrimination as staff, inmates, and members of the public are able to conduct a more accurate search of an inmate's CSW history. The proposed regulations may also benefit the health and welfare of California residents as inmate hygiene, dental hygiene, trash removal, and cell hygiene are monitored during CSW placement. Additionally, standardizing CSW record-keeping may reduce the opportunities for conflict or physical violence within the institution.

## EVALUATION OF INCONSISTENCY/INCOMPATIBILITY WITH EXISTING REGULATIONS

Pursuant to Government Code 11346.5(a)(3)(D), the department has determined the proposed regulations are not inconsistent or incompatible with existing regulations. After conducting a review for any regulations that would relate to or affect this area, the department has concluded that these are the only regulations that concern the administration and supervision of detention units.

## LOCAL MANDATES

This action imposes no mandates on local agencies or school districts, or a mandate which requires reimbursement of costs or savings pursuant to Government Code Sections 17500 - 17630.

## FISCAL IMPACT STATEMENT

- |  |             |
|--|-------------|
| • Cost or savings to any state agency:   | <i>None</i> |
| • Cost to any local agency or school district that is required to be reimbursed: | <i>None</i> |
| • Other nondiscretionary cost or savings imposed on local agencies:              | <i>None</i> |
| • Cost or savings in federal funding to the state:                               | <i>None</i> |

## EFFECT ON HOUSING COSTS

The department has made an initial determination that the proposed action will have no significant effect on housing costs.

## **COST IMPACTS ON REPRESENTATIVE PRIVATE PERSONS OR BUSINESSES**

The department is not aware of any cost impacts that a representative private person or business would necessarily incur in reasonable compliance with the proposed action.

## **SIGNIFICANT STATEWIDE ADVERSE ECONOMIC IMPACT ON BUSINESS**

The department has made an initial determination that the proposed regulations will not have a significant statewide adverse economic impact directly affecting business, including the ability of California businesses to compete with businesses in other states, because the proposed regulations place no obligations or requirements on any business.

## **EFFECT ON SMALL BUSINESSES**

The department has determined that the proposed regulations will not affect small businesses. This action has no significant adverse economic impact on small business because they place no obligations or requirements on any business.

## **RESULTS OF THE ECONOMIC IMPACT ASSESSMENT**

The department has determined that the proposed regulation will have no effect on the creation of new, or the elimination of existing, jobs or businesses within California, or effect the expansion of businesses currently doing business in California. The department has determined the proposed regulations will have no effect on the state's environment. The proposed regulations may benefit worker safety and California residents by creating safer institutions for staff, inmates, and visitors as standardizing CSW records may reduce opportunities for conflict or physical violence within institutions.

## **CONSIDERATION OF ALTERNATIVES**

The department must determine that no reasonable alternative considered by the department or that has otherwise been identified and brought to the attention of the department would be more effective in carrying out the purpose for which the action is proposed, would be as effective and less burdensome to affected private persons than the proposed regulatory action, or would be more cost-effective to affected private persons and equally effective in implementing the statutory policy or other provisions of law. Interested persons are invited to present statements or arguments with respect to any alternatives to the changes proposed at the scheduled hearing or during the written comment period.

## **AVAILABILITY OF PROPOSED TEXT AND INITIAL STATEMENT OF REASONS**

The department has prepared and will make available the text and the Initial Statement of Reasons (ISOR) of the proposed regulations. The rulemaking file for this regulatory action, which contains those items and all information on which the proposal is based (i.e., rulemaking file) is available to the public upon request directed to the department's contact person. The proposed text, ISOR, and Notice of Proposed Regulations will also be made available on the department's website: [www.cdcr.ca.gov](http://www.cdcr.ca.gov).

## **AVAILABILITY OF THE FINAL STATEMENT OF REASONS**

Following its preparation, a copy of the Final Statement of Reasons may be obtained from the department's contact person.

## **AVAILABILITY OF CHANGES TO PROPOSED TEXT**

After considering all timely and relevant comments received, the department may adopt the proposed regulations substantially as described in this Notice. If the department makes modifications which are sufficiently related to the originally proposed text, it will make the modified text, with the changes clearly indicated, available to the public for at least 15 days before the department adopts, amends or repeals the regulations as revised. Requests for copies of any modified regulation text should be directed to the contact person indicated in this Notice. The department will accept written comments on the modified regulations for at least 15 days after the date on which they are made available.

## TEXT OF PROPOSED REGULATIONS

In the following text, ~~strikethrough~~ indicates deleted text and underline indicates newly added text.

### California Code of Regulations, Title 15, Crime Prevention and Corrections

#### Division 3. Adult Institutions, Programs, and Parole

#### Subchapter 4. General Institution Regulations.

#### Article 6. Disciplinary Detention

#### 3332. Administration and Supervision of Detention Units.

**Subsections 3332(a)-3332(e) are unchanged.**

**Subsections 3332(f)-3332(f)(2) are unchanged, but shown for reference:**

(f) Disciplinary Detention Records.

(1) A Disciplinary Detention Log, CDC Form 114, will be maintained in each designated disciplinary detention unit. Specific information required in this log will be kept current on a daily and shift or watch basis. A completed log book will be retained in the unit for as long as any inmate recorded on the last page of that log remains in the unit. Storage and purging of log books will be in accordance with department schedules. One disciplinary detention/segregation log may serve a disciplinary detention unit and other special purpose segregation units which are combined and are administered and supervised by the same staff members.

(2) A separate record will be maintained on each inmate undergoing disciplinary detention. This record will be compiled on CDC Form 114-A, Detention/Segregation Record. In addition to the identifying information required on the form, all significant information relating to the inmate during the course of detention, from reception to release, will be entered on the form in chronological order.

**New subsection 3332(f)(3) is adopted to read:**

(f)(3) A separate record is maintained on each inmate undergoing Contraband Surveillance Watch (CSW). This record shall be compiled on CDCR Form 114-CSW, (12/16), Contraband Surveillance Watch Log, which is incorporated by reference. A new record shall be generated each shift. All significant information relating to the inmate during the course of the CSW is entered on the form in chronological order and includes, but is not limited to, the search performed prior to the inmate's placement on CSW, all searches performed while the inmate is on CSW, meals, hygiene, bowel movements, health concerns, and medications.

NOTE: Authority cited: Section 5058, Penal Code. Reference: Section 5054, Penal Code.

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## Page 2 of 2

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## INITIAL STATEMENT OF REASONS

The California Department of Corrections and Rehabilitation (CDCR or the department) proposes to amend section 3332, California Code of Regulations (CCR), Title 15, Division 3, regarding Administration and Supervision of Detention Units.

The objective of placing an inmate on Contraband Surveillance Watch (CSW) is to retrieve suspected concealed contraband from the inmate, without physical intrusion if possible, to ensure that contraband is not circulated into the inmate population, and to ensure the safety of the inmate suspected of having the concealed contraband. Inmates may conceal contraband in their body cavities, or by ingesting contraband. During the CSW process, the inmate is segregated from the general population and kept under constant visual observation by custody and medical staff. The CSW period lasts for a minimum of 72 hours and the inmate shall produce three bowel movements to be free of any contraband. This process enables the ingested contraband to pass through the digestive system and exit the body naturally. Custody staff will retrieve the passed contraband to be maintained as evidence. Retention of an inmate on CSW for a second 72-hour period may only be authorized by the Warden or the Chief Deputy Warden (CDW).

If the inmate refused to defecate during the 72-hour period of CSW or if the inmate has produced a bowel movement that contained contraband, but staff believe the inmate is still in possession of contraband, medical intervention will be necessary in an attempt to remove contraband from inside the person and stop the inmate from continuing to do harm to themselves. If probable cause exists, a search warrant shall be generated to retrieve the contraband. The search warrant shall be authorized at the level of Warden or CDW. If a valid search warrant/court order is obtained, the contraband retrieval process shall be conducted in accordance with subsection 3287(b)(5).

The CSW period is a 72-hour period. If the CSW needs to be continued for further contraband surveillance, the justification for each 72-hour CSW extension, (e.g., the inmate only had one bowel movement within the 72-hour period), shall be clearly articulated and reflected on a CDC Form 128B (Rev. 4/74), General Chrono. The CDC Form 128B shall be generated by the manager responsible for the area in which the inmate is currently housed. The justification for the CSW extension shall also be recorded on the weekly CSW tracking report. The weekly tracking report is a narrative report an institution sends to their Associate Director and designee that includes CSW information of the inmates placed in CSW that include the inmates' names and CDCR numbers, the date each inmate was placed on CSW, the reason for placement, the number of days on CSW, the contraband recovered if any recovered, the date CSW was terminated, and when applicable, the date a warrant was submitted to the court and the date each warrant was decided upon by the court. The report provides the institution's name, report date, CSW reporting period, and the name of the staff who prepared the report. Retention of an inmate on CSW beyond six days may only be authorized by the Director, Division of Adult Institutions (DAI) or Deputy Director, Facility Operations, DAI.

The necessity of the CDCR Form 114-CSW (12/16), Contraband Surveillance Watch Log, is for statewide use to standardize the information recorded of all significant information related to an inmate on CSW, such as the search performed prior to the inmate's



placement on CSW, all searches performed while on CSW, inmate meals, hygiene, bowel movements, and inmate health concerns, including prescribed medications. Information collected on the CDCR Form 114-CSW and the purpose for collecting the information are detailed below. The CSW Form 114-CSW is necessary to standardize the information recorded for inmates who are placed in CSW.

Prior to the CDCR Form 114-CSW, custody staff utilized the CDC Form 114-A (Rev. 10/99), Inmate Segregation Record, to document all significant information while an inmate was on CSW. The CDC Form 114-A is specific for tracking significant information while an inmate is housed in the Administration Segregation Unit, while the CDCR Form 114-CSW is specific to observation of an inmate who is placed on CSW.

### **CONSIDERATION OF ALTERNATIVES:**

In accordance with Government Code section 11346.5, subdivision (a)(13), the department must determine that no reasonable alternative considered or that has otherwise been identified and brought to the attention of the department would be more effective in carrying out the purpose for which the action is proposed, would be as effective and less burdensome to affected private persons than the proposed action, or would be more cost-effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

Currently, no reasonable alternatives have been brought to the attention of CDCR that would alter CDCR's initial determination.

### **ECONOMIC IMPACT ASSESSMENT:**

In accordance with Government Code Section 11346.3, subdivision (b), CDCR made the following assessments regarding the proposed regulations:

#### **Creation of New Jobs or the Elimination of Existing Jobs within the State of California**

The department has determined that the proposed regulations will not have an impact on the creation of new jobs or elimination of existing jobs within California as the proposed regulations affect the internal management of prisons only, and place no requirements or restrictions on businesses inside or outside of California.

#### **Creation of New Businesses or Elimination or Expansion of Existing Businesses within the State of California**

The department has determined that the proposed regulations will not have an impact on the creation of new or the elimination of existing businesses within California, or affect the expansion of businesses currently doing business in California as the proposed regulations affect the internal management of prisons only, and place no requirements or restrictions on businesses inside or outside of California.

#### **Benefits to the Health and Welfare of California Residents, Worker Safety, and the State's Environment**

The department anticipates the proposed regulations may benefit worker safety and California residents by creating safer institutions for staff, inmates, and visitors as CSW

records will be standardized which may reduce opportunities for conflict or physical violence within institutions.

The department has determined the proposed regulations will have no effect on the state's environment.

### **Significant Adverse Economic Impact on Business**

The department has made an initial determination that this action will not have a significant statewide adverse economic impact on business, including the ability of California businesses to compete with businesses in other states because the proposed regulations affect the internal management of CDCR only, and place no requirements or restrictions on businesses.

### **BENEFITS OF THE REGULATIONS:**

The proposed regulatory action standardizes the information that is collected during a CSW, promoting fairness and social equality, which prevents discrimination. Identifying the CDCR Form 114-CSW as the form to be utilized to document CSW activity increases openness and transparency in CDCR as staff, inmates, and members of the public are able to conduct a more thorough and accurate search of an inmate's CSW history.

### **MATERIALS RELIED UPON:**

In proposing amendments to these regulations, the department has neither identified nor relied upon any technical, theoretical, or empirical study, report, or similar document.

### **LOCAL MANDATES:**

The department has determined that this action imposes no mandates on local agencies or school districts, or a mandate which requires reimbursement pursuant to Part 7 (Section 17561) of Division 4.

### **SPECIFIC PURPOSE AND RATIONALE FOR EACH SECTION, PER GOVERNMENT CODE SECTION 11346.2(b)(1):**

#### **3332. Administration and Supervision of Detention Units.**

**Subsections 3332(a) - 3332(f)(2) are unchanged, but shown in the text for reference.**

**New subsection 3332(f)(3) is adopted** to direct custody staff to document all significant information relating to an inmate who is placed on CSW on a CDCR Form 114-CSW. CDCR Form 114-CSW is necessary to provide a more appropriate tool for capturing staff actions on CSW detail.

**Explanation in regards to the information recorded on the CDCR 114-CSW (12/16), Contraband Surveillance Watch Log.**

**Effective Communication**-The custody officer who initially places the inmate on CSW shall document modifications for Effective Communication, such as an interpreter or large-print writing. It is essential to provide Effective Communication so the inmate understands the placement in CSW and subsequent daily CSW proceedings.

**Initial Placement and Ongoing Cell Searches/Inspections**-Upon initial placement on CSW, the cell shall be searched to ensure the cell is clean and secure (toilet bowl is covered in plastic, and the toilet bowl is then taped across the bowl to ensure there is no

tampering with the bowl until used, contraband free, and that all moveable objects are removed). The cell will continue to be searched and inspected at the beginning and end of every shift, and during the shift as needed. The initial cell searches and inspections are necessary to ensure that an inmate who is in custody for CSW is treated fairly by making sure the cell is free of contraband before the CSW begins and that any contraband that may be found during the inmate's CSW is from that inmate. Continuous cell searches and inspections are necessary to track the CSW throughout the duration of the CSW placement and to discover any contraband that may be discarded during a shift to help determine the timeframe the contraband was discarded.

**Supervisor Provided OJT (On-the-Job-Training)**-The shift supervisor may discuss or describe the CSW duties with the assigned custody staff as needed to ensure all CSW duties are performed correctly.

**Trash Removal**-Custody staff assigned to Second Watch (6 am – 2 pm) and Third Watch (2 pm – 10 pm) shall remove trash out of the CSW cell. This is necessary to keep the cell clean by removing trash daily and for security by ensuring any contraband that may have been disposed of in the trash is timely discovered during the CSW observation period.

**Meals**-The time and standard type ("B" for Breakfast, "L" for Lunch, and "D" for Dinner) of meals that are served to the inmate are documented. Before the meal is consumed, the inmate will wash their hands with soap and water. The custody staff will also document if the inmate refused food with an "R" for that mealtime. This documentation is necessary to ensure that food has been made available to the inmate while on CSW placement.

**Inmate Hygiene**-The following personal hygiene will be documented: Shower (Identified by an "S"), Dental Hygiene (Identified by "DH"), Hand Washing (Identified by "HW"), and Clean Underclothes and Jumpsuit (Underclothes identified with a "U" and Jumpsuit is identified by a "J"). This documentation ensures the inmate is able to maintain their personal hygiene during CSW placement as the components of personal hygiene are tracked daily for custody staff and continuity of services related to personal hygiene.

Staff on Second (6 am – 2 pm) and Third (2 pm – 10 pm) Watch ensure the inmate is able to receive a shower, is able to brush their teeth, and receive clean clothes. The inmate will be provided the opportunity for hand washing after each bathroom break.

Dental supplies for dental hygiene will be provided at every shift and is recorded within their own form entry.

**Bowel Movements**-Every watch will document the inmate's bowel movements indicating the number of the bowel movements for the time the bowel movement occurred, (i.e., 1, 2, 3, etc.), and whether contraband was also expelled during the bowel movement. If contraband is discovered in the bowel movement, "Positive" shall be indicated. If the bowel movement is free of contraband, "Negative" shall be indicated.

It is necessary to document bowel movements to note the time of the bowel movement and whether the bowel movement also expelled contraband that may have been ingested or hidden within the body cavity because three contraband-free bowel movements are

required to release the inmate from CSW. Additionally, for the inmate's safety, if the inmate does not pass contraband that is suspected to be within the inmate's cavity during the initial 72-hour CSW, custody and medical staff need to be aware that contraband that is believed to be in the inmate's body has not been expelled from the body and medical intervention may be necessary, as discussed on page one of this document.

**Restraint Hygiene**-If the inmate is wearing restraints, custody staff shall clean the restraints after every bathroom use when necessary. This is necessary for the inmate's personal hygiene to ensure the inmate is not forced to wear restraints that are dirty with human excrement.

**Supervisor Checks/Visits/Administrative Contact**-Visits to the inmate on CSW will be documented to record the time, the name and title of the administrative staff visiting, and the reason for the visit. It is necessary to keep track of the prison staff who visit and the purpose of the visits so the custody staff on CSW detail who are observing the inmate can be aware of the latest information concerning the inmate's CSW and discuss any necessary or pending issues with their supervisor so that the inmate receives personalized and case-specific treatment while in this custody.

**Range of Motion Releases**-If arm or leg restraints are used, the restraints will be released at least once for a period of at least 5 minutes during Second (6 am - 2 pm) and Third Watch (2 pm - 10 pm). As appropriate for the situation, only one restraint shall be released at a time. This is necessary to allow inmates who are confined to restraints to receive a break from having their extremities in one position for an extended period of time while maintaining security.

**Isolated Setting or Cell Hygiene**-The cell shall be swept or mopped daily. This is necessary to keep the cell clean so the inmate does not live in a dirty or unkempt environment. Keeping the cell clean is also a security measure, as this will ensure any contraband discovered belongs to the inmate on CSW and that foreign objects that may be contraband are potentially timely uncovered.

**Cell Temperature**-When the cell is not temperature controlled, the cell temperature shall be checked every shift to make sure the temperature is at a comfortable temperature and is not too cold or too hot. It is necessary to check the temperature inside the cell to make sure the inmate does not suffer through inhumane conditions regarding temperature while in custody.

**Light Dimming**-Lights shall be dimmed as possible during normal hours of darkness, generally between the hours of 10 pm and 6 am as long as the staff's ability to observe and monitor the inmate is not compromised. It is necessary to darken the room during the inmate's sleep hours for health reasons by disturbing the inmate's circadian rhythm as little as possible, while the inmate is in custody while maintaining the security of the institution.

**Blanket Issuance/Removal**-Blankets shall be provided to the inmate at 8 pm and removed from the CSW cell at 8 am. It is necessary to provide blankets to the inmate during sleep hours to allow for the temperature comfort of the inmate during sleep. It is necessary to remove blankets after the sleep period to ensure security by removing

objects from the cell that may obstruct the officer's view of the inmate or cell, and that could be used to conceal contraband.

**Mattress Issuance/Removal**-Similarly, for the purposes of sleep, a mattress shall be provided to the inmate at 8 pm and removed from the cell at 8 am. It is necessary to provide the inmate with a mattress for sleep functionality. It is necessary to remove the mattress after the sleep period to ensure security by removing objects from the cell that may obstruct the officer's view of the inmate or cell, and that could be used to conceal contraband.

**Medical/Psychiatric Contact Not Listed on CDC 114-A**-Visits from healthcare and mental health staff shall be recorded. It is necessary to document this information to discuss the inmate's medical concerns with visiting medical staff when needed to keep track of the inmate's medical needs while in custody.

**Other Visits**-Visits from prison executive staff, such as the Associate Warden or Warden, shall be recorded. It is necessary to track this information to align CSW with executive staff decisions.